

U.S. Department of Energy
Washington, DC 20585

OVERTIME REQUEST AND AUTHORIZATION FOR PAYMENT

Date: _____

Block & Timekeeper _____ - _____

Office: _____

Pay Period _____ - _____

This overtime is pre-scheduled for the week ending: _____. (The work week begins @ 12:01 AM Sunday and ends Saturday @ 12:00 PM midnight.) To be entitled to night differential on overtime for non-wage grade employees, the overtime must be scheduled in advance of the work week.

Advanced Overtime Request

Actual Overtime Authorized
For Compensation

Employee Name	Pre-Scheduled			Explanation or Justification	Actual			Check One* Compensation	
	Date	OT Hours	Time From-To		Date Worked	OT Hours Worked	Time From-To	Payment	Comp

*Refer to DOE 3550.1A, PAY ADMINISTRATION AND HOURS OF DUTY, of 12-22-87, for determination when overtime and compensatory time off are appropriate.

<p>The overtime requested above conforms to DOE policy.</p> <p>_____ T/A Certifying Official Date</p>		<p>I certify that the actual overtime/compensatory time reflected above is in agreement with the time sheets.</p> <p>_____ T/A Certifying Official Date</p>
<p>Approval is granted for the overtime requested above to meet organizational workload.</p> <p>_____ Overtime Approving Official Date</p>		